#1399444834 ID:88077510 HD170.C46 1994 no.1

The Bureau of Land Management Service Center Newsletter January 1994

CENTER SCENE

BEMBRY SWORN IN AS NEW SERVICE CENTER DIRECTOR

The new Service Center Director, Larry Bembry, was sworn in during a ceremony at the Service Center on November 30, 1993. BLM Director Jim Baca, Deputy Director Denise Meridith, and many Associate Directors and State Directors were present for the ceremony.

"I'm really excited about being here to swear in Larry Bembry," said Baca. "I've told Larry that he has to stick around . . . there's plenty of work to do here. Really, I think both Denise and I are very strong in the conviction that in order to solve some of the problems at the Service Center and make you people really empowered, Larry is just the guy who can do it."

After Baca administered the oath, Bembry addressed the crowd. Bembry first made some personal remarks to his family, then thanked his coworkers at the Service Center for being there to begin "this stage of our work together." He acknowledged that the Service Center is challenged in many ways. "We are challenged to shape a new workplace that encourages, celebrates, and rewards each of us as individuals who are empowered, accountable for results, and fully engaged in a team effort," Bembry said.

Bembry recognized another equally important part of his agenda. He said, "We must embrace change, the diversity of talent, and the richness of multicultural heritages and backgrounds . . . . We must mark this moment and consciously search out and include people who have a great deal that is culturally dynamic, rich, and new to add." Bembry also stressed the importance of partnerships with our communities and their leaders. As one of his first acts as Service Center Director, he signed a partnership agreement with Reverend Tillman of the National Association for the Advancement of Colored People (NAACP) during the ceremony.

In closing, Bembry said, "It's a new beginning. I will care for us; I will care for you. I'm looking forward to being one of the coworkers with you. I'm very proud of all of you." He continued, "I am, I think you'll find, very easy to get along with. I hope you'll understand that I'm very accessible—I intend on being that way. We will have a good number of years together."

BLM Director Jim Baca (r) administers the oath of office to incoming Service Center Director Larry Bembry as Bembry's wife Carol looks on.

BACA RECOGNIZES WORKING CONDITIONS

During Larry Bembry's swearing-in ceremony, Director Baca mentioned that he had recently toured the Service Center. "I have to tell you . . . that I think some of the street people in Washington have better facilities to work in than you do," Baca said. Though budgets are tight, Baca assured employees that he and Bembry are committed to making the Service Center a decent working place. "I can't expect everybody to perform and be empowered if you have to work in these conditions, so I'm going to work very hard in helping you realize that you deserve something better and you're going to get it."

Maybe there's hope for us yet!

COMMEMORATION OF DR. MARTIN LUTHER KING JR.'S BIRTHDAY

- The Denver Federal Executive Board's Human Resources Subcommittees will sponsor "Success Through Diversity," featuring keynote speaker Ernest Gurule of KWGN-TV, on January 14, 1994, at the Denver Marriott Southeast from 7 a.m. to 12 noon.
- A Processional of Innocence will be held on January 20, 1994, as part of the Service Center's "For the Children" celebration.

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EEO UNDERGOES CHANGES

The Equal Employment Opportunity program at the Service Center is currently undergoing reconstruction. Not only has the staff moved to a new location in Building 50, but there has also been a new Acting EEO Manager. Annisteen Pack-Lovelace has been filling that position since the end of September. Pack-Lovelace is duty-stationed at the California State Office where she is EEO Manager.

Pack-Lovelace has worked diligently to streamline operations and procedures in the EEO office. During her tenure at the Service Center, the EEO Staff has established a tracking system for the status of the implementation of resolutions. In addition, Angie Lara, Washington Office Headquarters EEO staff, has conducted a survey regarding the counseling process at the Service Center. The conclusion and analysis of the survey will provide useful information on how the Service Center can provide service to employees and managers. Pack-Lovelace has also worked with the Special Emphasis Program Managers (SEPMs) and Counselors to establish goals and objectives to address their respective roles and responsibilities, and to encourage involvement by other employees. "Stay tuned for flyers announcing SEPM meetings. Your attendance will ensure that your concerns are heard," she said.

The EEO staff is also addressing hot topics such as accessibility and reasonable accommodations, especially since the passing of the Americans with Disabilities Act. In November, a working team was formed to address ADA issues. The other goals and objectives of the team are to identify barriers and solutions related to the hiring and retention of handicapped employees and applicants. Pack-Lovelace said, "Please look for the questionnaire that will ask *each* employee for their input. Remember it is not too late to become a team player."

The EEO Staff is here to serve every employee. The Staff presently includes Sandy Romero, EEO Specialist, and Maria Martinez from Personnel, who is assisting part-time. A full-time EEO Assistant may be hired in the future. Interviews for a new EEO Manager have been conducted, and the position should be filled soon.

Pack-Lovelace said, "It is the Staff's role and responsibility to provide each employee with information, guidance, and advice. It is their goal to work as a member of the team in providing a proactive service and making the Service Center the best place to work in the Bureau!"

SEXUAL HARASSMENT POLICY UNDERSCORED

Sexual harassment has become a prominent topic in today's media. Sexual harassment exists in both the public and private sectors, among white collar and blue collar workers, and among all age and occupational groups and hierarchies in an organization. *Most importantly, allegations of sexual harassment are on the increase.*

Sexual harassment is a form of sex discrimination under Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, and (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

It is the Service Center's policy to maintain a work environment wherein all personnel comply with Federal codes of conduct and ethics. Any conduct which violates these codes will not be tolerated.

HOW TO PREVENT SEXUAL HARASSMENT COMPLAINTS

The Service Center has conducted sexual harassment training for all employees. The following is a useful reminder for preventing sexual harassment:

1. Examine your behavior to maintain an environment free of intimidation and hostility. Control social interactions so they do not interfere with productivity. Answer these questions:

- Does my behavior contribute to work output and/or mission accomplishment?
- Could my behavior offend or hurt others?
- Could my behavior be misinterpreted as intentionally harmful or harassing?
- Could my behavior be sending out signals that invite harassing behavior?

2. Review your behavior and that of others within the organization for evidence of illegal or impermissible conduct. Harassment can almost always be traced to behavior that is already illegal or impermissible under some other law or regulation. When such behavior is identified, ask:

- Is this proper conduct or behavior in the workplace?
  - Is it legal (in accordance with the law)?
  - Is it permissible (in line with regulations)?
  - Is it proper (defensible by general standards)?
- Could the behavior in any way be seen as discriminatory or offensive based upon race, color, sex, religion, national origin, age, or handicap?
- Could the behavior have a disruptive effect upon an employee or organizational unit? (Interruptions of work, even pleasant ones, can be placed in the disruptive category if they interfere with work activities.)

3. Act immediately to eliminate any offensive conduct or behavior. Remember, you are a member of the work team and it is everyone's responsibility to step in and correct improper behavior.

PERSONAL PROPERTY MANAGEMENT—EVERY EMPLOYEE'S JOB

By Lee Tomlin

Four decades ago, upon graduation from high school, I worked as a tool and die apprentice for Boeing Aircraft Corporation. The company made my hiring contingent upon my being able to purchase certain basic items of the tool and die trade. These tools included a tool box, hammers, a machinist square, and other items. Naturally, because I had almost a week's pay tied up in these tools, I took particular care of them. Even though I'm no longer in that trade, I still have most of these items.

Fortunately, employment by the Government is not contingent upon an individual furnishing personally owned tools. The Government provides all of the tools necessary to accomplish the functions to which we have been assigned. In assigning these tools, the Government expects them to be used solely for the assigned task and expects each employee to care for them as if they were their own.

The Service Center property management personnel have gone to considerable effort over the past several years to establish procedures to assist employees in managing assigned personal property. Two complete inventories were performed, which had never been done before. The Custodian Program was developed to establish procedures under which each employee is aware of exactly what Government personal property he/she has responsibility for. Three, 2-hour orientation sessions were held, during which each employee had the opportunity to ask questions and express any concerns.

The receipt of ALMRS/Modernization equipment makes it important that property custodians in each division become involved in tracking and accounting for this equipment. Personnel from the Branch of Personal Property and Office Services (SC-657) are receiving and placing property tags on this equipment, so that it is properly entered into the Automated Personal Property System. Individual employees who have this equipment at their workstations should be alert to any changes or movement of the equipment, which must be coordinated with the Property Management Specialist, Jim Crews. It is also important that any equipment replaced by Modernization equipment be properly documented as to its movement and ultimate disposal.

Walt Kelly's Pogo said, "We have met the enemy, and he is us." In the area of property management, this is often doubly the case. If everyone takes *reasonable* care of Government property, a lot of time, money, and hassles are avoided.

Anyone having questions regarding personal property regulations or processes can contact Lee at 303-969-6522.

FINAL CFC UPDATE

As of December 3, the Service Center made it's goal of raising $34,000 for the Combined Federal Campaign. Thanks to all who made it possible through their generosity and caring.

Special thanks go to this year's keyworkers for their efforts: Cindy Liebe (co-chair); Karla Naujock; Sabrina Morris; Janice Lopez; Donna Emmons; Kim Nguyen; Betty Bannick; Georgia Griese; Lee Campbell; Al Salo; Charlie Wiles; and to Bob Woerner for his work on publicity.

We'll look forward to another successful campaign next year!

UNION PARTNERSHIP TAKES SHAPE

On October 1, 1993, President Clinton signed Executive Order 12871 on Labor-Management Partnerships. Essentially, this order establishes the National Partnership Council, which consists of five agency representatives, two neutrals, and four unions. The purpose of the Council is to advise the President on matters involving labor-management relations in the Executive Branch. In addition, agencies are also required to establish labor-management partnerships at appropriate levels to help reform Government.

The Executive Order also directs agency heads and subordinate officials to negotiate over 5 U.S.C. 7106 (b)(1) permissive bargaining subjects.

As a result of the Executive Order, the Department of the Interior has met with the presidents of both the National Federation of Federal Employees and the American Federation of Government Employees to begin establishing a partnership at the Department level. Once guidance is developed, a partnership between management and the union will also be established at the local level.

LOCALITY PAY APPROVED

Federal white collar workers in the Denver metropolitan area will receive a 4.54 percent pay raise effective January 9, 1994. The increase will be reflected in paychecks received February 3, 1994.

This is the first salary increase tied to the Federal Employees Pay Comparability Act of 1990. The Act will close the pay gap between Federal and private workers, on an area locality basis, over the next 10 years. The gap between Federal and corporate pay for this region is estimated at 28 percent.

The increase is based on occupational surveys, from which recommendations were forwarded to a group of Presidential management advisers. President Clinton had until December 1 to alter the recommendations; he endorsed them instead.

The Service Center had planned a 3.5 percent cost-of-living increase during the PAWP process for 1994. However, the cost-of-living increase will not be granted in 1994, so the 3.5 percent will be applied to locality pay. Additionally, the Washington Office may increase our cost targets with funding they had set aside for locality pay. As a result, there should be no significant impact to our budget.

NPR LAB NOTES

The subject line of Director Baca's October 29 memo transmitting the National Performance Review (NPR) report reads, "Moving On!", which succinctly summarizes the Service Center's laboratory activities. Since the issuance of the final NPR report, the Service Center has been actively pursuing the implementation of the report recommendations in conjunction with the newly established Headquarters NPR Project Office and other organizations and personnel throughout the Bureau and the Government.

Employee input will continue to be an important factor during implementation of the recommendations. Several tools were used to gain input from employees and their representatives throughout the NPR process, including a letter from Director Baca inviting ideas and suggestions for streamlining procedures and cutting costs, and town meetings and focus groups encouraging open discussions on how to improve Government processes. Tools like these will continue to be used to keep the Service Center competitive and to explore ways to improve customer service.

The Bureau has had recent success in having requests for waivers granted by other Government agencies. The General Services Administration granted 10-year real property leasing authority, and the Office of Personnel Management granted approval for providing temporary promotions up to 5 years in duration. These are both examples of changing attitudes in the regulatory agencies and support for governmental reform and reinvention. At the working level in the Bureau, they mean greater flexibility in the personnel system and may result in greater competition and lower costs in the area of space leasing for our field facilities.

The NPR study team developed some 15 recommendations in the area of Information Resources Management (IRM). Those areas are being dealt with through the Washington Office IRM restructuring initiatives. The five recommendations for the Resource Services Staff and four recommendations for the Technology Transfer Staff are all being addressed in cooperation with Washington Office leadership and in a manner which complements the Headquarters realignments currently under consideration.

The remaining 25 recommendations, dealing with changing the organizational culture and internal processes, are being addressed internally. An innovative approach to positioning the Service Center for its new role in the Bureau has been to establish customer service strategy workteams. The teams are focusing on community relations, external customer relations, mission and organization, process and workflow, employee needs, and internal communications. The teams are led by Service Center managers and are composed of employee volunteers who expressed an interest in serving on the teams.

Consistent with the Director's admonition to "move on," as a laboratory, the Service Center is actively considering the pursuit and trial of even more new initiatives in the future. Examples of "post-report" initiatives include a pilot effort to test the viability of operating the Headquarters Property Management function from a Denver location and using direct Service Center-to-Department reporting in several areas of automated property and vehicle utilization reporting.

PRIME CONTRACT AWARDED

A Departmentwide contract for maintenance of Prime hardware and software was awarded to Computervision, Inc., on October 29, 1993. Computervision, which recently changed its name from Prime, Inc., is based in Rockville, Maryland. The services provided under the contract include maintenance of all existing hardware and software which was purchased under a previous contract with Prime, Inc. The contract may be extended for up to 5 years and has a total value of approximately $10,000,000. Although BLM is the primary user, the contract will also be used by the Bureau of Indian Affairs, Fish and Wildlife Service, Geological Survey, National Park Service, and Office of Surface Mining.

The contract was awarded and will be administered by the Service Center, Branch of Information Resources Acquisition, ADP and Telecommunications Support Section. This contract award resulted from the cooperative efforts of many people at the Service Center and from several State Offices. They deserve a great deal of credit for persevering in the sometimes arduous and frustrating efforts leading to the award of the contract.

SANTA VISITS THE SERVICE CENTER

Acting Service Center Director Lee Barkow presents Santa (retired BLM employee John Brewer) with an award for his 11 years of participation in the Service Center's Santa Project.

One young visitor shares her wish list with Santa.

PERSONNEL NEWS

New Employees:

Kevin Reagan, Office Automation Clerk, SC-310

Separations:

Helen Davis, Procurement Clerk, SC-651